

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Executive Director-Comptroller Rm 7D59, Hqs				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Assistant Deputy Director for Support 7D18, Hqs					

MEMORANDUM FOR: Colonel White

I certainly agree that this is a matter for the Director of Personnel to handle. In fact, he is just completing a comprehensive study of this complex problem. His recommendations will propose changes in Agency regulations that will permit the accommodation of most irregular work schedules. The study will be forwarded in a very few days -- probably with the suggestion it be a Deputies' Meeting item.

*15/Rob*  
Robert S. Wattles

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

EO-DD/S:LDP:es (30 Nov 71)

Rewritten - ADD/S:RSW/ms (1 Dec 71)

Distribution:

Orig Blue Note - Ex. Dir.-Compt., w/O of Att (DD/S 71-4600)

- 1 - DD/S Chrono
- 1 - D/Pers, w/cy of Att
- 1 - DD/S Subject, w/cy of Att ✓
- 1 - RSW Chrono, w/o Att

DD/S 71-4600: Memo dtd 18 Nov 71 for Ex. Dir.-Compt. fr Management Advisory Group, subj: Non-traditional Work Schedules; w/covering Official Routing Slip to DD/S and D/Pers fr Ex. Dir.-Compt. dtd 29 Nov 71.

## MEMORANDUM FOR: Colonel White

I certainly agree that this is a matter for the Director of Personnel to handle. In fact, he is just completing a comprehensive study of this complex problem. ~~And, I anticipate that his recommendations~~ will propose changes in Agency regulations that will permit the accommodation of most irregular work schedules. ~~I will brief you in more detail after the OP study is completed.~~ *THE STUDY WILL BE FORWARDED IN A VERY FEW DAYS - PROBABLY WITH THE SUGGESTION IT BE A DEPUTIES ITEM.*

Robert S. Wattles

(DATE)

FORM NO.  
1 AUG 54

101

REPLACES FORM 10-101  
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE 30 November 1971
TO: Mr. Wattles		
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your signature.</p> <p style="text-align: right;"><i>[Signature]</i> LDP</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Deputy Director for Support				
2					
3	Director of Personnel				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>  <p style="text-align: center;">I doubt that we need a special inter-directorate working group to investigate and report on non-traditional work schedules. Nevertheless, I do feel we should keep abreast of new developments in this area and would guess that the Director of Personnel could handle this in personnel channels. <u>What do you think?</u></p> <div style="text-align: right; margin-right: 50px;"> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> <p>LKW</p> </div>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Director-Comptroller				29 NOV 1971	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

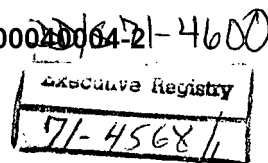
FORM NO.  
1-67

237

Use previous editions

(40)

STAT



18 November 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Non-traditional Work Schedules

1. MAG's earlier memorandum on the possibility of a 3-day work week in Headquarters computer centers seems to have stimulated interest and apparently serious consideration in OCS. We are not convinced, however, that this is the only Agency component in which a departure from the traditional 5-day, 40-hour week might increase efficiency and morale.


2. On the basis of our very preliminary investigations -- consisting largely of discussions with OP -- it appears that some components have already adopted non-traditional work schedules, although in most cases the departure from the norm is not reflected in their T&A reporting. Moreover, the existence of instantaneous world-wide communications and the growing importance of the computer increasingly call into question the prudence of continued adherence to the traditional work week. For example, the computer is becoming an indispensable tool for many components of the DDI. Does it make sense for all DDI analysts using the expensive time-sharing system to work from 8 to 4:30 Monday through Friday when the system is seriously overloaded and not at other times when it is relatively unused?

3. In view of these considerations, MAG recommends that top management be informed of and kept current on the advantages of and problems related to non-traditional work scheduling as well as the adoption of such scheduling in the government and private industry. MAG suggests the establishment of an Inter-directorate working group to investigate these issues and advise on the applicability of non-traditional work schedules for various Agency Components.

Management Advisory Group

SECRET

GROUP 1  
Excluded from automatic  
downgrading and

TRANSMITTAL SLIP		DATE
TO: D/DDS		
ROOM NO.	BUILDING	
REMARKS:		
		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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(DATE)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM		
UNCLASSIFIED	CONFIDENTIAL	SECRET

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support		<i>RCU</i>
2			
3	Director of Personnel		
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

**Remarks:**

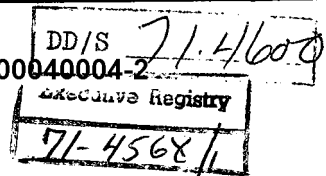
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LKW

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director-Comptroller	2 10 1973

**SECRET**



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Management Advisory Group

**SECRET**

